

**To:** Martin, Molly[Martin.Molly@epa.gov]; Tom Ford[tford@santamonicabay.org]  
**Cc:** Yelensky, Erica[Yelensky.Erica@epa.gov]  
**From:** Marcelo Villagomez  
**Sent:** Fri 4/28/2017 9:18:05 PM  
**Subject:** Re: Request for financial

Hi Molly,

Thanks for the template. I think Tom mentioned a few times to switching to a type of cost accounting and budgeting that would handle what you are proposing. A lot of the items from the list are easy, others will require more effort for sure and cooperation from non TBF entities. Since we don't have historical numbers in that format we can estimate for the coming budget year.

Also, making an investment in software for this purpose makes sense to me, as well as staff training and education.

Get [Outlook for Android](#)

---

**From:** Martin, Molly <Martin.Molly@epa.gov>  
**Sent:** Friday, April 28, 2017 4:37:22 PM  
**To:** Marcelo Villagomez; Tom Ford  
**Cc:** Yelensky, Erica  
**Subject:** Request for financial

Hi Marcelo,

I had a talk with Tom today about the need to add some additional financial information to the FY 18 workplan.

I know you normally send with the application a more detailed budget, please do that as well. However, in addition, this is a request for more information on the project/task level.

See attached spreadsheet.

This is by no means the format you need to use, because I am sure you keep this information in different way, but thought it may be a helpful start and is consistent with our records.

You may or may not pay attention to the 'dummy' column which I used to characterize the tasks; 1 being really hands on and 'big ticket', 2 being projects that are phasing out or may have less resources associated, and 0 were strictly coordination/meetings/grant seeking type activities which may or may not have funding associated (potentially 320 staff time?).

Also, I recognize the way these are split into tasks funding may be harder to articulate, so feel free when it makes sense to merge and center and provide one budget figure rather than per task (see example Boater Education Program)

See SFEPs workplan- <http://www.sfestuary.org/wp-content/uploads/2012/09/ICMeetingPacket030117sm.pdf>

Scroll to page 55. This level of information is suitable and we understand these are estimates.

I have ccd Erica Yelensky here who will be taken over as EPA Project Officer for the grant as well. She will be introduced to you and other staff at the upcoming 5/15 staff meeting and hopefully in person at the June GB meeting. Erica has a wealth of experience working with grants and will be working with you on finalizing this or a similar document.

Miss you all already.

Best regards and have a good weekend!

Molly Martin

Wetland and Stream Regulatory Section

US EPA, Region 4



United States Environmental Protection Agency

61 Forsyth Street SW

Atlanta, GA 30303

Phone (404) 562-9405

E-mail: [Martin.Molly@epa.gov](mailto:Martin.Molly@epa.gov)